

EXPRESSION OF INTEREST



rural development & agrarian reform

Department:
Rural Development & Agrarian Reform
PROVINCE OF THE EASTERN CAPE

**DATABASE UPDATE FOR PROFESSIONAL SERVICE PROVIDERS IN THE AGRICULTURAL
ENGINEERING FIELD**

MAY 2021

APPLICANT: _____

PREPARED BY:

SUPPLY CHAIN MANAGEMENT OFFICE

DEPARTMENT OF RURAL DEVELOPMENT AND AGRARIAN REFORM

PRIVATE BAG x 0040

BHISHO

5605

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INVITATION FOR EXPRESSION OF INTEREST FOR PROFESSIONAL SERVICE PROVIDERS IN THE AGRICULTURAL FIELD

SERVICE PROVIDERS IN THE AGRICULTURAL FIELD

The Eastern Cape Department of Rural Development and Agrarian Reform are in the process of updating a database of Service Providers for the Department of Rural Development and Agrarian Reform Portfolio and therefore service providers who previously submitted proposal to be in the database **must** contact the office via email: nontsikelelo.koko@drdar.gov.za to verify if they are placed into the database. If yes, they DO NOT need to submit proposal not unless there are changes / additions in the previously submitted proposal.

REQUIRED SERVICES

The following services shall be required:

- Agricultural Engineers
- Civil Engineers
- Mechanical Engineers
- Structural Engineers
- Geotechnical Engineers
- Geohydrologists
- Electrical Engineers
- Architects
- Quantity Surveyors
- Construction Managers
- Construction Project Managers
- Health, Safety & Quality Consultants
- Environmental Officers
- Social Facilitation
- Miscellaneous Engineering Services such as: (Abattoir equipment-, Milking equipment-, Piggery equipment-, Poultry equipment-, Irrigation system-, Cold-room- and Air-conditioning Specialists)

PROPOSAL

You are hereby requested to submit a company profile showing your ability to perform all / or any of the above core functions as stipulated in the above section. The company profile should include the following:

- ❖ Your company's details.
- ❖ Employment Equity Profile.
- ❖ Detail of your company's experience.
- ❖ Names and curriculum vitae of core personnel.
- ❖ Proof of registration with relevant/ applicable bodies

- ❖ Supplier Information Requirements to be fully completed signed and submitted back with the application form.
- ❖ Statement of work successfully carried out by the tenderer.
- ❖ Certificate of tendering entity details, declaration of interest, declaration of solvency/liquidity, declaration of legal standing, completed supplier registration documents with supporting documentation, declaration of interests, declaration of bidders past supply chain management practices, certificate of independent bid.

Expression of Interest Documents are available as from Friday, 7th May 2021 from the DRDAR, Acquisition Management Office, Office no. D04, UIF Building, Corner of Phalo Avenue and Rharhabe Road, Bhisho – Eastern Cape or from www.etenders.gov.za or www.drdar.gov.za

ADJUDICATION OF THE PROPOSALS

The following criteria will be used in the adjudication process:

- The Eastern Cape Department of Rural Development and Agrarian Reform are not bound to accept the EOI submitted or part thereof.
- Active registration with applicable bodies.
- Ability to perform, which may take into account previous experience in the relevant industry, technical ability, suitability of employees and tools and sound track record.
- Financial viability.
- Security Screening including Court Judgements of company members.

Should the above criteria not be met, tenders will be disqualified.

Note: As this Interest is earmarked for database establishment, concerning Joint Ventures, only registered Joint Ventures are eligible for consideration.

CLOSING DATE

The Closing date for the submissions of the Expression of Interest documents shall be at 11h00 on Friday, 28th May 2021. No facsimiles or submissions via e-mail will be accepted.

EOI documents must be submitted in sealed envelopes marked “EXPRESSION OF INTEREST: AGRICULTURAL ENGINEERS SERVICE PROVIDERS DATABASE” and must be placed in the tender box at Supply Chain management Office, Acquisition Management Offices, Office No. D04, UIF Building (opposite Bhisho Renal Clinic), Corner of Phalo Avenue and Rharhabe Road, Bhisho, 5605, – Eastern Cape.

ENQUIRIES

Enquiries can be addressed during office hours to:

Ms. N. Mateta

Deputy Director: Acquisition Management

Tel.: (040) 602 5206 / 5263



rural development & agrarian reform

Department:
Rural Development & Agrarian Reform
PROVINCE OF THE EASTERN CAPE

**PROFESSIONAL SERVICE PROVIDERS IN THE AGRICULTURAL FIELD
ACQUISITION DIRECTIVE**

**PROFESSIONAL SERVICE PROVIDERS IN THE AGRICULTURAL FIELD
ACQUISITION DIRECTIVE**

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PROFESSIONAL SERVICE PROVIDERS IN THE AGRICULTURAL FIELD ACQUISITION DIRECTIVE

1. INTRODUCTION

This directive deals with the acquisition of professional services in the agricultural engineering field to perform **Services** on behalf of the Department of Rural Development and Agrarian Reform in line with the requirements of one or more of the relevant Built Environment Professions Acts as stipulated in paragraph 3 below, the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), the Public Finance Management Act, 1999 (Act 1 of 1999), the Supply Chain Management Regulations and Construction Industry Development Board (CIDB) Regulations.

2. OBJECTIVES OF THE DIRECTIVE

This directive aims to achieve the following objectives:

- To develop, manage and maintain a directive that will ensure compliance with the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) and its Regulations, the Public Finance Management Act, 1999 (Act 1 of 1999) its Regulations and the Supply Chain Management Regulations and the Construction Industry Development Board Act, 2000 (Act 38 of 2000) and its Regulations.
- To ensure that the processes and procedures with regard to the appointment of professionals as **Service providers** are fair and transparent to ensure compliance with the Acts mentioned above.
- To ensure that all **Service providers** appointed, perform the **Services** through registered Professionals in terms of the requirements of the various built environment Professions Acts.

3. DEFINITIONS

Branch office means an office of a **Service provider**, other than the **Head office**, which is under the full-time control and supervision of at least one **Resident Registered professional** and is not located in the same **Town** as another **Office** or the **Head office** of the **Service provider**.

Built environment profession means the profession regulated by any of the following Acts:

- Engineering Profession Act, 2000 (Act no 46 of 2000)
- Project and Construction Management Profession Act, 2000 (Act no 48 of 2000)
- Architectural Profession Act, 2000 (Act no 44 of 2000)
- Quantity Surveying Profession Act, 2000 (Act no 49 of 2000)

Department means the Eastern Cape Department of Rural Development and Agrarian Reform in the Government of the Republic of South Africa.

Accounting Officer means the Head of Department of the Eastern Cape Department of Rural Development and Agrarian Reform.

Head office means the **Office** nominated by a **Service provider** with multiple offices to be regarded as its sole or main office.

Office means a **Head office** or **Branch office** of a **Service provider**.

Percentage based fee value means the total fee, inclusive of VAT, calculated as described in the document referred to in paragraph 7.2 below in which travelling and subsistence expenses are included.

Professional services supplier register means the register compiled by the Department to be used for the appointment of a service provider for **Services** with an estimated fee value not exceeding R5, 0m.

Resident registered professional means the full time presence of a person professionally registered by the relevant statutory council in the discipline of the **Service provider** for which it claims competence in one or more **Service categories**.

Routine assignments means assignments where the tasks are of a straightforward nature involving mainly standard technologies in terms of which inputs are relatively well known and outputs can be readily defined.

Service means a professional service provided by a **Service provider** for which prescribed qualifications and registration is required for the persons performing the **Service** in terms of that profession.

Service categories mean the categories of **Services** in which **Service providers** are competent to perform. The categories are attached as annexure A.

Service provider means any one of the following:

- a) A legal entity, partnership or sole proprietary performing work as an engineering business undertaking which is owned and controlled by at least 50%, in terms of number, shareholding and voting power, registered professionals, registered in terms of the Engineering Profession Act, 2000 (Act no 46 of 2000)
- b) A legal entity, partnership or sole proprietary performing work as an architectural practice which is owned and controlled by at least 50%, in terms of number, shareholding and voting power, registered professional architects, registered in terms of the Architectural Profession Act, 2000 (Act no 44 of 2000)
- c) A legal entity, partnership or sole proprietary performing work as a project and construction management practice which is owned and controlled by at least 50%, in terms of number, shareholding and voting power, registered professional project and construction managers, registered in terms of the Project and Construction Management Profession Act, 2000 (Act no 48 of 2000)
- d) A legal entity, partnership or sole proprietary performing work as a quantity surveying practice which is owned and controlled by at least 50%, in terms of number, shareholding and voting power, registered professional quantity surveyors, registered in terms of the Quantity Surveying Profession Act, 2000 (Act no 49 of 2000)

- e) A legal entity, partnership or sole proprietary performing work as a multidisciplinary professional practice, (i.e. that practices two or more of the built environment professions), which is owned and controlled by at least 50%, in terms of number, shareholding and voting power, registered professionals, registered in terms of either of the following:
- Engineering Profession Act, 2000 (Act no 46 of 2000)
 - Project and Construction Management Profession Act, 2000 (Act no 48 of 2000)
 - Architectural Profession Act, 2000 (Act no 44 of 2000)
 - Quantity Surveying Profession Act, 2000 (Act no 49 of 2000)
- f) A legal entity, partnership or sole proprietary performing work as a miscellaneous engineering service for milking equipment, piggery equipment, poultry equipment, abattoir equipment, irrigation systems, cold-room, air-conditioning specialists and grain silos up to 500-ton volume with proof of workshop and equipment/material retail facilities and who's main business is the rendering of these services to the farming communities to be employed for Turn-key projects which is owned and controlled by at least 50%, in terms of number, shareholding and voting power specialists with proven qualifications and experience.

Specialist (Complex) assignments means assignments where the tasks are of a technically complex nature involving considerable innovation, creativity, expertise and / or skills in terms of which inputs and outputs cannot be readily defined.

Time based fee value means the total fee, inclusive of VAT, as calculated to render **Services** on a time basis, but excluding fees charged for disbursements, travelling and subsistence costs and site staff.

4. APPOINTMENT OF A SERVICE PROVIDER

- 4.1 The appointment of a **Service provider** to render a **Service** will be dealt with in three (3) categories.
- 4.1.1 Obtain a quotation / proposal from a **Service provider** through a single sourcing selection method from the **Professional services supplier/provider register/panel** for **Services** with a **Percentage based fee value** or a **Time based fee value** not exceeding R300,000.00 for Turnkey Projects with maximum costs of R2,500,000.00 inclusive of professional fees.
- 4.1.2 Obtain at least 3 to 5 quotations/proposals from the **Professional services supplier/provider register/panel** for **Services** with a **Percentage based fee value** or a **Time based fee value** not exceeding R5, 000, 000.00
- 4.1.3 The Open Bidding Procedure would be followed for all **Services** with a **Percentage based fee value** or **Time based fee value** that exceeds the value of R 5, 000, 000.00 inclusive of VAT.

5. PROFESSIONAL SERVICES SUPPLIER REGISTER

5.1 Key principles of the **Professional services supplier register**:

- The **Professional services supplier register** will be used for the invitation of quotations from the top three to five **Service providers** on the register in or closest to the **Town** where the **Service** is required.
- The **Professional services supplier register** will operate as a centralized database to be used by the **Department** in its head office as well as its regional offices.
- Registration of an **Office** of a **Service provider** on the **Professional services supplier register** does not guarantee that the said **Service provider** will be nominated and / or be awarded any contract by the **Department**.
- The **Professional services supplier register** will categorise the different **Service categories** for **Service providers** and **Service providers** will register in the respective **Service categories** or categories applied for.
- **Offices** of **Service providers** registered on the **Department's Professional services supplier register** must be compliant with all relevant legal and statutory requirements.

5.2 Requirements to qualify for placement on the **Professional services supplier register**.

- Registration as required for a **Service provider** as under 3 above.
- **Service providers** must complete the application form in full, together with all annexures, if so required and be signed by an authorised representative.
- **Service providers** with multiple offices must complete a separate application form for a **Head office** and for each **Branch office**. The resident professional at each **Branch office** must also sign the application form for the specific branch.
- **Service providers** must ensure that their necessary details regarding equity ownership, details of principals, company registration number (where applicable), resources, tax details, fields of expertise, location where based, and other relevant information as contained in the application, are completed. Incomplete applications will not be considered for registration on the **Professional services supplier register**.
- Applications from **Service providers** will be vetted through a validation process to determine that all criteria are met and that all information provided is correct. Acceptable professional registration is a predetermined criterion for the **Service category** applied for.

5.3 Compilation of the **Professional services supplier register**.

- The **Department** will bi-annually advertise for **Service providers** to register. The advertisement must appear in at least one provincial paper and the Tender Bulletin. **Service providers** may however register at any time.

- The invitation process will be fair, transparent and competitive.
- The invitation to register will set out the responsive criteria.
- **Offices of Service providers** will be registered on the **Professional services supplier register** per region within the province.
- **Service providers** will only be registered on the **Professional services supplier register** for a specific district if they have an **Office** in that district.
- Where a **Service provider** has an **Office** in a district that does not appear on the **Department's** list of districts, registration of the **Professional services supplier register** will be in the district that does appear on the **Department's** list of districts closest to the **Office**.
- **Offices of Service providers** will be registered on the **Professional services supplier register** against the different **Service categories** applied for and verified by the **Department**.
- **Service providers** qualifying to be placed on the **Professional services supplier register** will initially be placed at random by the computer system. All applications received thereafter will be placed at the bottom of the **Professional services supplier register**.

5.4 Maintenance and updating of the **Professional services supplier register**.

- Each **Office** of a **Service provider** will be registered for a period of two years.
- A **Service provider** can be removed from the **Professional services supplier register** if the required professional registration is not maintained, or for any other reason that causes the **Service provider** to have become ineligible after placement on the **Professional services supplier register**.
- Those **Service providers** who fail to renew their registration will be removed from the **Professional services supplier register**. Upon re-application later, and if successful, the **Service provider** will be placed at the bottom of the **Professional services supplier register**.

6. SELECTING AND APPOINTING OF A SERVICE PROVIDER FROM A ROSTER FOR TURNKEY PROJECTS TO A MAXIMUM VALUE OF R2,500,000.00 AND OF WHICH THE PROFESSIONAL SERVICES CALCULATED WITH A PERCENTAGE BASED FEE VALUE OR TIME BASED FEE VALUE NOT EXCEEDING R300,000.00

6.1 Selection and invitation

One **Service provider** through a single source selection process as mentioned in paragraph 4.1.1 in or closest to the district where the **Service** is required must be invited to submit a quotation for the execution of the **Service**.

The estimated **Percentage based fee value** or **Time based fee value** for the **Service** to be rendered must not exceed the prescribed limits as mentioned in paragraph 4.1.1 including travelling expenditure & subsistence costs, but excluding other disbursements.

A formal invitation containing all relevant information and conditions of appointment will be sent to the selected **Service provider** to submit a quotation.

The district Cross Functional Committee will be utilised for the evaluation of the quotation/proposal. The evaluation report will be submitted to the **Department's** Bid Adjudication Committee and the **Accounting Officer** for final approval

6.2 Documentation

Only the generic documentation prepared by the Directorate Supply Chain Management may be used.

6.3 Contractual arrangements

A project execution plan must be compiled in conjunction with the **Service provider** and the actual cost of the **Service** must be agreed upon before the agreement can be formalised. Travelling expenditure, subsistence cost and disbursements, based on the Department of Public Works standard document entitled "Rates for reimbursable expenses" as obtainable from the website, must be agreed upon and be capped and must form part of the total **Service** cost.

If the actual cost of the professional services fee will be more than R300,000.00 or the total project costs inclusive of the professional services fee will be more than R2,500,000.00 the contract cannot be concluded and then the process as stipulated in section (7) must be followed or tenders must be invited for the execution of the **Service**.

Quotation will only be adjudicated on price alone.

6.4 Remuneration

Remuneration will be based on a **Percentage based fee** or **Time based fee** depending on the requirements stated in the quotation documentation.

Travelling expenditure, subsistence cost and disbursements must be agreed upon and be capped and must form part of the total **Service** cost.

6.5 Deviations from prescribed procedure

It is permissible to invite open tenders from **Service providers** in this category, in which case the same principles as in 8 below, will apply.

Prior approval must be obtained from the Accounting Officer before a negotiated or other procedure may be followed.

Any deviations from or alterations to, the prescribed documentation as per 6.2 above must be approved by the Directorate: Supply Chain Management as well as the Departmental Tender Adjudication Committee before the selection process may be commenced with.

7. SELECTING AND APPOINTING OF A SERVICE PROVIDER FROM A ROSTER FOR SERVICES CALCULATED WITH A PERCENTAGE BASED FEE VALUE OR TIME BASED FEE VALUE NOT EXCEEDING R 5, 000, 000.00

7.1 Selection and invitation

At least the top most three or five as mentioned in paragraph 4.1.2 **Service providers** in or closest to the district where the **Service** is required must be invited to submit a quotation for the execution of the **Service**.

The estimated **Percentage based fee value** or **Time based fee value** for the **Service** to be rendered must not exceed the prescribed limits as mentioned in paragraph 4.1.2 including travelling expenditure & subsistence costs, but excluding other disbursements.

A formal invitation containing all relevant information and conditions of appointment will be sent to the selected **Service providers** to submit a quotation.

Where the **Professional services supplier register/panel** is applied the Department's Specifications Committee will be utilised for the evaluation of the quotations/proposals. Evaluation reports will be submitted to the **Department's** Bid Adjudication Committee and the **Accounting Officer** for final approval.

7.2 Documentation

Only the generic documentation prepared by the Directorate Supply Chain Management may be used.

7.3 Contractual arrangements

A project execution plan must be compiled in conjunction with the **Service provider** and the actual cost of the **Service** must be agreed upon before the agreement can be formalised. Travelling expenditure, subsistence cost and disbursements, based on the Department of Public Works standard document entitled "Rates for reimbursable expenses" as obtainable

from the website, must be agreed upon and be capped and must form part of the total **Service** cost.

If the actual cost will be more than R 5, 000, 000.00 the contract cannot be concluded and tenders must be invited for the execution of the **Service**.

Quotations will be adjudicated on method 2 (price and preference) and awarded to the highest scoring tenderer as provided for in the PPPFA.

7.4 Remuneration

Remuneration will be based on a **Percentage based fee** or **Time based fee** depending on the requirements stated in the quotation documentation.

Travelling expenditure, subsistence cost and disbursements must be agreed upon and be capped and must form part of the total **Service** cost.

7.5 Deviations from prescribed procedure

It is permissible to invite open tenders from **Service providers** in this category, in which case the same principles as in 8 below, will apply.

Prior approval must be obtained from the Accounting Officer before a negotiated or other procedure may be followed.

Any deviations from or alterations to, the prescribed documentation as per 6.2 above must be approved by the Directorate: Supply Chain Management as well as the Departmental Tender Adjudication Committee before the selection process may be commenced with.

8. SELECTING AND APPOINTING A SERVICE PROVIDER ON A TENDER BASIS FOR SERVICES, IRRESPECTIVE OF FEE VALUE

8.1 Selection

An open tender procedure, where the selected procurement method, must be followed without any reference and / or link to any **Professional services supplier register**.

The district Bid Evaluation Committee for which the services are required will be utilised for the evaluation of tenders. Evaluation reports will be submitted to the **Department's** Bid Adjudication Committee and the **Accounting Officer** for final approval.

8.2 Tender documentation

Only the generic documentation prepared by the Supply Chain Management section may be used as basis for the final tender documentation issued to prospective tenderers. Supply Chain Management will be required to capture the specific data relevant to a contract as may be required for tender purposes.

8.3 Adjudication of tenders

Tenders will close on a specific day and time and adjudication will be dealt with as per the conditions contained in the documentation referred to in paragraph 8.2 above.

8.4 Contractual arrangements

Contractual arrangements will be as contained in the documentation referred to in paragraph 8.2 above, or as approved by the Supply Chain Directorate: Contracts Management.

8.5 Deviations from prescribed procedure

Prior approval must be obtained from the **Accounting Officer** before any other procurement procedure may be followed.

Any deviation from the prescribed generic part of the documentation as per 8.2 above must be approved by the Supply Chain Management Directorate: Contracts Management as well as the Bid Adjudication Committee before the selection process may be commenced with.

9. IMPLEMENTATION OF AND ADHERANCE TO DIRECTIVE

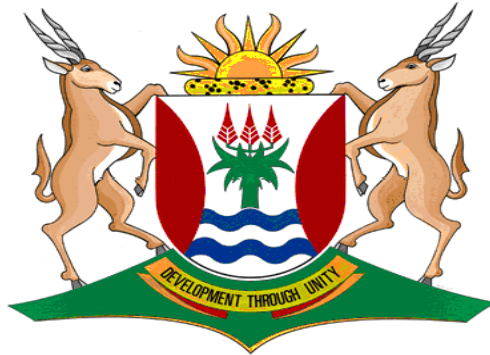
This directive comes into effect on the effective date.

Amendments may be effected at any time as may be required and must be approved by the **Accounting Officer** before implementation.

10. MONITORING OF APPLICATION OF DIRECTIVE

It will be the responsibility of the Director: Supply Chain Management at the **Department's** head office to monitor the application of this directive and to provide the **Accounting Officer** with an annual report.

DEPARTMENT OF RURAL DEVELOPMENT AND AGRARIAN REFORM



PROFESSIONAL SERVICE PROVIDERS APPLICATION FORM

MAY 2021

APPLICANT:

DEPARTMENT OF RURAL DEVELOPMENT AND AGRARIAN REFORM

APPLICATION FORM FOR PROFESSIONAL SERVICE PROVIDERS TO BE INCLUDED ON THE DEPARTMENT OF RURAL DEVELOPMENT AND AGRARIAN REFORM PROFESSIONAL SERVICE PROVIDER DATABASE.

Please note:

This form must be completed by all applicants wishing to register as a professional service provider in the DEPARTMENT OF RURAL DEVELOPMENT AND AGRARIAN REFORM [DRDAR] Database. Submit a company profile showing your ability to perform all / or any of the core functions as stipulated on page 6. The company profile should include the following:

- ❖ Your company's details.
- ❖ Employment Equity Profile.
- ❖ Detail of your company's experience.
- ❖ Names and curriculum vitae of core personnel.
- ❖ Proof of registration with respective governing association.

All sections of the application form must be completed in full.

The application form is to be completed by the duly authorised official of the professional service provider firm.

New Application

Updated Application

Date:

Once the Application is completed return it to:

Deposit in:

TENDER BOX, Office No. D04, UIF Building, (Opposite Bhisho Renal Clinic),
Rharhabe Road, Bhisho, 5605

or posted to:

The Deputy Director : Acquisition Management
Department of Rural Development & Agrarian Reform
Private Bag X0040
Bhisho, 5605

PARTICULARS OF FIRM

1. **Name of Firm** _____

2. **Name of Managing Principal** _____

3. **Type of firm (tick relevant box)**

- Partnership
- One person business/sole proprietor
- Close corporation
- Company
- [Pty] Limited
- Consortium
- Other (specify)

4. **Co./ CC Registration Number:** _____

5. **Vat. Registration Number:** _____

6. **Company income tax reference number:** _____

Note: Insert personal income tax reference number if one – man business and personal income tax reference numbers of all parties if a partnership.

7. **Membership with professional bodies:**

[include membership number] _____

REGISTRATION PREREQUISITES:

NOTE: PROFESSIONAL SERVICE PROVIDERS WILL NOT BE REGISTERED ON THE DATABASE IF THE FOLLOWING PREREQUISITES ARE NOT MET:

1. Submit proof of Professional Registration with the relevant Professional Body, e.g. The Engineering Council of South Africa
2. Submit names and Curriculum Vitae of core personnel
3. Submit Professional indemnity and type of cover
4. Submit Company composition on the form attached as **Annexure “D”**.
5. Complete Previous/Past Experience **Annexures**.
6. Attach certified copy of B-BBEE Certificate/ Sworn Affidavit
7. Proof of Registration with the Commissioner for Compensation (Workman’s Compensation).
8. Attach proof of registration on the Central Supplier Database (registration are done online at www.treasury.gov.za)

CONTACT DETAILS

1. Contact person: _____
Phone No.: _____
Cell No.: _____
Fax No.: _____
E-Mail: _____

2. Postal Address: _____

Postal Code: _____ \

3. Physical Address: _____

Postal Code: _____

4. Eastern Cape Offices: _____

5. National Offices: _____

**A SEPARATE DATABASE WILL BE SET UP FOR EACH OF THE FOLLOWING CATEGORIES:
INDICATE THE FIELD OF COMPETENCE YOUR FIRM WILL BE REGISTERING IN:**

- Agricultural Engineers**
- Civil Engineers**
- Mechanical Engineers**
- Structural Engineers**
- Geotechnical Engineers**
- Electrical Engineers**
- Geohydrologists**
- Architects**
- Quantity Surveyors**
- Construction Project Managers**
- Construction Managers**
- Environmental Officers**
- Health, Safety & Quality Consultants**
- Miscellaneous Engineering Services such as: (Abattoir equipment-, Milking equipment-, Piggery equipment-, Poultry equipment-, Irrigation system-, Cold-room-, Air-conditioning specialists and Grain Silo's up to 500-ton volume)**

More than one (1) field of competence may be selected.

SUPPLIER INFORMATION REQUIREMENTS (CSD / LOGIS REGISTRATION)

THESE DOCUMENTS SHALL BE ISSUED AS A SEPARATE SET OF DOCUMENTS TO BE SUBMITTED TOGETHER WITH THE EXPRESSION OF INTEREST DOCUMENT

ANNEXURE B
PAST EXPERIENCE 1

Service Providers must furnish hereunder details of similar works/service, which they have satisfactorily completed in the past and which they want to specifically bring under the attention of the Department in support of their application. The information shall include a description of the Works, the Contract value and name of Employer.

EMPLOYER	NATURE OF WORK	VALUE OF WORK	DURATION AND COMPLETION DATE	EMPLOYER CONTACT NO.

.....
DATE

.....
SIGNATURE OF SERVICE PROVIDER

PAST EXPERIENCE 2

Service Providers must furnish hereunder details of similar works/service, which they have satisfactorily completed in the past for the Department and which they want to specifically bring under the attention of the Department in support of their application. The information shall include a description of the Works, the Contract value and name of Employer.

PREVIOUS AND/OR CURRENT PROJECTS UNDERTAKEN FOR <u>THE DEPARTMENT OF RURAL DEVELOPMENT AND AGRARIAN REFORM</u>			
PROJECT NAME	AWARDED AMOUNT	CONTRACT START DATE	ANTICIPATED / ACTUAL COMPLETION DATE

.....
DATE

.....
SIGNATURE OF SERVICE PROVIDER

COMPANY COMPOSITION

GENERAL

All information must be filled in spaces provided. If additional space is required, additional sheets may be attached. The onus is on the Professional Service Providers to fill in all the information. Failure to do so will result in points being lost under equity. The full company composition is required including HDI and Non-HDI status. The ownership must accumulate to 100%.

NAME	IDENTITY NUMBER	CITIZENSHIP	HISTORICALLY DISADVANTAGED INDIVIDUALS STATUS (Y/N)	DISABILITY (Y/N)	FEMALE (Y/N)	DATE OF OWNERSHIP	% OWNED	% VOTING

DECLARATION OF SOLVENCY / LIQUIDITY

I / We the under-mentioned in my / our capacity as indicated hereby declare that I am / we are not insolvent nor have been liquidated or any steps in this regard have been taken or are pending against me / us..

FULL NAME(S)	ID NUMBER	CAPACITY	SIGNATURE
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			

THUS DONE and SIGNED at _____

on this _____ day of _____

DULY AUTHORISED SIGNATORY (IES) WITNESSES

1. _____

1. _____

2. _____

2. _____

DECLARATION OF LEGAL STANDING

I / We the under-mentioned in my / our capacity as indicated hereby declare that there are no criminal or civil proceedings being instituted neither are any such investigations pending against me / us or that I / we (company) have no court judgment taken against us.

FULL NAME(S)	ID NUMBER	CAPACITY	SIGNATURE
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			

THUS DONE and SIGNED at _____

on this _____ day of _____

DULY AUTHORISED SIGNATORY (IES) WITNESSES

1. _____

1. _____

2. _____

2. _____

DECLARATION OF INTERESTS (KINSHIP, RELATIONSHIP WITH PERSONS EMPLOYED BY DEPARTMENT OF RURAL DEVELOPMENT AND AGRARIAN REFORM)

In terms of the Supply Chain Management Regulations, no person or persons employed by the State may be awarded a bid.

Any legal person, or persons having a kinship with persons employed by the Department of Rural Development and Agrarian Reform including a blood relationship, may undertake business with Department of Rural Development and Agrarian Reform. In view of possible allegations of favoritism, should a resulting bid or part thereof be awarded to persons connected with or related to an employee of Department of Rural Development and Agrarian Reform, it is required that the service provider or his/her authorized representative declare his position vis-à-vis the evaluating authority and/or take an oath declaring his/her interest, where—

- the legal person on who's behalf the bid document is signed, has a relationship with persons/a person who are/is involved with the evaluation of the bid(s), or where it is known that such a relationship exists between the person or persons for or on who's behalf the declarer acts and persons who are involved with the evaluation of the bid.

In order to give effect to the above, the following questionnaire shall be completed and submitted with this application.

Do you, or any person have any relationship (family, friend, other) with a person employed with the Department of Rural Development and Agrarian Reform or its administration and who may be involved with the evaluation, preparation and/or adjudication of any bid?

Yes/No

If so, state particulars

.....

.....

Are you or any other person connected with this application, employed by any organ of State?

Yes/No

If so, state particulars

.....

.....

SIGNATURE OF DECLARER

DATE

POSITION OF DECLARER

NAME OF COMPANY OR SERVICE PROVIDER

DECLARATION OF INTEREST (ECBD 4)

1. Any legal person, including persons employed by the state, or persons having a kinship with persons employed by the state*, including a blood relationship, may make an offer or offers in terms of this invitation to bid (including a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest, where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full name of bidder or his or her representative:

2.2 Identity Number:

2.3 Position occupied in the Company (director, shareholder, etc.):

2.4 Company Registration Number:

2.5 Tax Reference Number:

2.6 VAT Registration Number:

* "State" means:-

- a) any National- or Provincial Department, National- or Provincial public entity or constitutional institution within the meaning of the Public Finance management Act, 1999 (Act No. 1 of 1999);
- b) any municipality or municipal entity;
- c) Provincial Legislature;
- d) National Assembly or the National Council of Provinces; or
- e) Parliament.

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / shareholder / member:

Name of state institution to which the person is connected:

Position occupied in the state institution:

Any other particulars:

2.8 Did you or your spouse, or any of the company's directors / Shareholders / members or their spouses conduct business with the state in the previous twelve months?

YES / NO

2.8.1 If so, furnish particulars:

.....
.....
.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid?

YES / NO

2.9.1 If so, furnish details.

.....
.....
.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between the bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?

YES / NO

2.10.1 If so, furnish details.

.....
.....
.....

2.11 Do you or any of the directors / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract?

YES / NO

2.11.1 If so, furnish details.

.....
.....
.....

3. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Income Tax Reference Number	State Employee Number / Peral Number

DECLARATION

I, THE UNDERSIGNED (NAME)

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2.1 TO 2.11.1 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE TREASURY GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVES TO BE FALSE.

.....

Signature

.....

Date

.....

Position

.....

Name of Bidder

DECLARATION OF BIDDERS PAST SUPPLY CHAIN MANAGEMENT PRACTICES (ECBD 8)

1. This Standard Bidding Document must form part of all bids invited.
2. It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
3. The bid of any bidder may be disregarded if that bidder, or any of its directors have:-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
4. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's database as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 326 5445.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

.....

Date

.....

Position

.....

Name of Bidder

CERTIFICATE OF INDEPENDENT BID DETERMINATION (ECBD 9)

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (ECBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Js914w 2

DECLARATION (VALIDITY OF INFORMATION PROVIDED)

I.....declare that the information provided is true and correct, the signature to this application is duly authorized and documentary proof regarding any bidding issue will, when required, be submitted to the satisfaction of the DEPARTMENT OF RURAL DEVELOPMENT AND AGRARIAN REFORM.

.....
SIGNATURE OF DECLARER

DATE

.....
POSITION OF DECLARER

**NAME OF COMPANY OF SERVICE
PROVIDER**

Should the applicant have, in the opinion of the Department of Rural Development and Agrarian Reform, acted fraudulently illegally, in bad faith or in any improper manner, misrepresented itself with regard to this application, then the Department of Rural Development and Agrarian Reform may, in its sole discretion:

- * Ignore any expression of interest without advising the applicant thereof
- * Cancel any contract without prejudice to any legal rights the Department of and Rural Development and Agrarian Reform may have

Should the applicant disregard this or conduct affairs in a way that transgresses from good business practices, this could seriously impair future business relations between the Department of Rural Development and Agrarian Reform and such applicant.

SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE - GENERAL

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a Member / Director / Owner of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name:	
Trading Name (If Applicable):	
Registration Number:	
Enterprise Physical Address:	
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):	
Nature of Business:	
Definition of “Black People”	<p>As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 “Black People” is a generic term which means Africans, Coloureds and Indians –</p> <p>(a) who are citizens of the Republic of South Africa by birth or descent; or</p> <p>(b) who became citizens of the Republic of South Africa by naturalisation-</p> <ol style="list-style-type: none"> i. before 27 April 1994; or ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;”

Definition of “Black Designated Groups”

“Black Designated Groups means:

- (a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution;
- (b) Black people who are youth as defined in the National Youth Commission Act of 1996;
- (c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act;
- (d) Black people living in rural and under developed areas;
- (e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;”

3. I hereby declare under Oath that:

- The Enterprise is _____% Black Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is _____% Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is _____% Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- Black Designated Group Owned % Breakdown as per the definition stated above:
 - Black Youth % = _____%
 - Black Disabled % = _____%
 - Black Unemployed % = _____%
 - Black People living in Rural areas % = _____%
 - Black Military Veterans % = _____%
- Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of _____, the annual Total Revenue was R10,000,000.00 (Ten Million Rands) or less
- Please Confirm on the below table the B-BBEE Level Contributor, **by ticking the applicable box.**

100% Black Owned	Level One (135% B-BBEE procurement recognition level)	
At least 51% Black Owned	Level Two (125% B-BBEE procurement recognition level)	
Less than 51% Black Owned	Level Four (100% B-BBEE procurement recognition level)	

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the Owners of the Enterprise which I represent in this matter.
5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature:

Date:

Commissioner of Oaths Signature & stamp